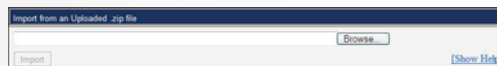


1. Import SCORM Course

+ Add Course

With appropriate permissions, navigate to:
Curriculum > Course Management > Add Course



Browse to course on your PC and click Import.
Maximum SCORM file size = 125Mb.

Pending

Click on Pending button to edit, approve, activate and test. Without approval permissions, you can email an approver.

2. Edit Course Information

The following section describes the required fields on the course management page. Please see the User Manual for information on the other fields.

- * **Status** - If you have approval rights, you are allowed to change the status of the course (Active, Inactive, or Pending).
- * **Name** - Allows you to define a name for your course. This will default from the name initially defined in the SCORM course but can be changed.
- * **Curriculum Number** - The Curriculum Number field is your unique number or ID for the course.
- * **Teaser Description** - The Teaser Description is limited to 150 characters and will display a short description of the course on search results pages as well as in the Registration section of the My Homepage.
- * **Manager** - This controls security access to the course management page in situations where you want course manager to have access to manage "their" courses but not to other courses in the application.
- * **Search Category** - The Search Categories can be used on the Advanced Search page to help your users find a group of common curricula.
- * **Course Source** - This Source value is available to be used on the Course Status Report by Source or with the Ad Hoc reporting tool.

Course Management

*Status	Pending	Approver	David Harris
	Assessment Course ☐		Send for Approval ☐
*Name	2009 Legal Update	*Curriculum Number	
*Teaser Description (150 char. max)			
*Manager	----Select----	Completion Survey	----Select----
Registration Survey	----Select----	Search Keywords	
*Search Category			
Available	Add	Selected	Remove
☐ Miscellaneous			
	Add		Remove
CEU	0.00	CEU Type	----Select----
		Hours	0.00
Ecommerce ☐	Cost	\$0.00	*Course Source
			----Select----

3. Enter Detailed Description

The **Detailed Description** page allows you to define a more detailed definition of the course and the materials available to support the course. The **Detailed Description** page utilizes the Content Editor which provides you with great flexibility in creating the display of information for your users. You can insert text, tables, images, videos, links to files, and links to other websites in order to best communicate the details of the course to your users. The information entered on this page will be displayed anywhere the user can access the More Details page. This information can also be inserted into Notification Templates using the Token feature.

4. Make Assignments

The **Assignments** link is available on all Active courses. If the course is in the Inactive or Pending state, you will not be able to select the link. Once you click on **Assignments**, the Assignment Search page displays with the Course name automatically populated using the course you are editing. This value cannot be changed when launching the Assignment Wizard from the Course Management page. A Course must be assigned for students to find the curriculum in the search results. This page displays all assignments made for the Course, if any. From this page, you can add new assignment records, edit existing records or End Date all assignment records.



To add a new assignment to the Course, select **Add Assignment** and the Assignment Wizard launches for the selected course (with the course selected not able to be changed).

B

curriculum > Course Management > Search >

Manage SCORM Properties

What is a SCORM Course?

The Shareable Content Object Reference Model (SCORM) is a technical specification that governs how online training (or elearning) communicates with different LMS applications.

When should I Manage SCORM Properties?

Maybe never. The defaults for the SCORM properties in the LMS are the best settings if the course is configured properly by the course author. The course is the primary source to correctly configure course properties. If editing the course is not a viable option to resolve an issue, there are SCORM property settings in the application that can change the course behaviors.

Completion status not reporting as desired

SCORM 1.2

If a course is not reporting the associate's completion status to the LMS as expected, change the Status Rollup Mode by going to **Rudimentary Rollup** and setting Status Rollup Mode to Complete When Threshold Score is Met. Next, enter the desired threshold Score for Completion.

The four most important **measurements** passed from the course to the eSSential LMS using the SCORM:

score

the final score from course questions and skills assessment. The course author can set a minimum score that receives a pass for the course.

completion status

the course author can set several variables to return a completion: amount of time in the course, the amount of material accessed, the score received, or any combination.

success status

the course author can set several variables to return a success status of either pass or fail: amount of time in the course, the amount of material accessed, the score received, or any combination.

bookmark

the course communicates where the associate is in the course, so when they return, they will be able to start where they left

Pop-ups and too many windows

SCORM 1.2 and SCORM 2004

To decrease issues with pop-up blockers and too many windows opening on course launch, change the launch type of the player and the SCO by going to **Launch Behaviors** and changing New Window to Frameset. Next, go to **Navigational Controls** and click Show Navigation Bar, or there will be no way to properly close the course.

Course resolution not the same

SCORM 1.2 and SCORM 2004

If a course is not displaying the same size on all end users' computers, you can control how the course is launched by going to **Launch Behaviors** and under New Window Options, specify the window dimensions and select whether resizing of the window is allowed by the user.

Users closing browser before exiting course

SCORM 1.2 and SCORM 2004

If users are closing the browser before they exit the course properly, the SCO may not report to the LMS correctly. To ensure the course is exited properly, go to **Launch Behaviors** and change the player and SCO launch type to New Window without Browser Toolbar.

Save a working configuration

SCORM 1.2 and SCORM 2004

When you find a configuration that works for a specific course authoring tool or course configuration, you can go to **Presets** and save the current SCORM Properties settings to apply to other courses later. The saved preset is available for any course you import to the LMS.

C

curriculum > Course Management > Search >

Import New Version of this course

1.

Select the desired course and make sure the new version .zip file has the exact same name as the original .zip file

2.

Click on **Import new version** of this course and browse to the .zip file on your PC.

3.

Click **Import** to import the new version. The new version is imported when you see the *Import Successful* message.

Click **Preview Mode** to view the course.

Associates in progress of a course will remain on that version of the course after a new version has been imported.

D

Testing the SCORM Course

Create a standardized testing plan

Develop a standardized testing plan for your courses that simulates user behavior based on scenarios your users would encounter.

For best results, test your course in your production environment by only assigning it to your test associate in the application.

Test in Production

1. After the course is imported, setup a test associate to see how the course looks, feels and functions from the associate's perspective.
2. Complete the course. Make notes of any needed changes as you go through the course.
3. If changes are required, republish the course with the exact same .zip file name and import the new version of the course in the course management page.
4. When the course looks and feels right, use SCORM course testing scenarios to fully vet the course. On the right are some scenarios you may want to incorporate into your testing plan.

SCORM course testing scenarios

Exit course before finish with course exit button, relaunch course, and confirm bookmarking prompt

Exit course before finish with browser exit, relaunch course, and confirm bookmarking prompt

Complete course with assessment score greater than or equal to the mastery score and exit course with course exit button. Confirm Completion, Pass, and Score all are appropriately communicated to the LMS.

Complete course with assessment score greater than or equal to the mastery score and exit course with browser exit. Confirm Completion, Pass, and Score all are appropriately communicated to the LMS.

Complete course with assessment score less than the mastery score and exit course with course exit button. Confirm Completion Status (this could be complete or incomplete depending on the course setup), I or F status and Score all are appropriately communicated to the LMS.

Complete course with assessment score less than the mastery score and exit course with browser exit. Confirm Completion Status (could be complete or incomplete depending on the course setup), I or F status, and Score all are appropriately communicated to the LMS.

Consider executing the above scenarios with different versions of IE (based on your user community).

Test in the SCORM Cloud

What is a SCORM Cloud?

a Web based application suite for SCORM courses that includes a SCORM course testing tool. You can use the SCORM Cloud to test courses quickly during development without assigning or activating the course in the LMS.

For more information and to create a free account: <https://cloud.scorm.com/sc/guest/SignUpForm>



Why use the SCORM Cloud?

Test your SCORM packages to make sure they perform at their best and fine tune properties

Launch SCORM courses outside of the LMS to isolate issues

View data that is returned in an easy reading format without sifting through launch history logs

What are some best practices when developing SCORM courses?

Engaging, interactive content

Personalize the content to your audience making it relevant to them
Make the learner do something – even the basic click is better than nothing
Draw the learner's attention to the presentation

Address multiple learning styles

Use a combination of words, illustrations, audio and video to capture the learners attention and understanding
Address the learner's multiple intelligences for better retention

Improve through measurement

Test where your learner's starting point is using pre-assessments
Offer opportunities for the learner to test their knowledge throughout the course
Test the efficacy of your course using post-assessments

Update and search for information

The goal of any SCORM course authoring software is to provide your audience rich, interactive online training that is SCORM compliant and portable across different LMSs. Being software means imperfections and regular updates to smooth out application complications. Be sure to **update your course authoring software before publishing your course.**

When issues arise with a course, **your first stop is the authoring tool's forum** to find FAQs, lists of known issues and solutions to common problems.

Trouble viewing the course

There are several settings on your PC that can interfere with the communication of a course to the LMS.

Update your JavaScript

Javascript drives the communication to the LMS. IE and Java are updated frequently to resolve compatibility issues. If a user is not getting a status/score update, make sure they have the latest version of Java. To install Java Virtual Machine on your PC, go to: **Java.com/en**

Update your Flash player

Most SCORM course authoring tools use Flash .swf files. Using the latest version of Flash on your PC may reduce course viewing issues. To install Flash on your PC, go to: **get.adobe.com/flashplayer/**

Run IE without 3rd party add-ons

Sometimes 3rd party add-ons like the Google Toolbar disrupt the browser's behavior to the advantage of the toolbar, but to the disadvantage of the course. To see if add-ons are interrupting the course, run IE without add-ons by going to: **Internet Options > Advanced > Security > and uncheck Enable third party browser extensions**

Trouble launching the course

SCORM course project title and file names

eSSential uses a URL scanner as a security measure to control what is being passed in the URL to the application and fend off malware or applets that may affect the application's integrity. The URL scanner will only allow the following characters: `abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890-[]?/<>.,@{}_+=:`

Popular authoring tools

Articulate

articulate.com
forum and support
articulate.com/forums

Lectora

trivantis.com/lectora-pro-suite
forum and support
forum.trivantis.com

Captivate

adobe.com/products/captivate
forum and support
forums.adobe.com/community/adobe_captivate

Camtasia

techsmith.com/camtasia.asp
forum and support
forums.techsmith.com

Flypaper

flypaper.com
forum and support
forum.flypaper.net

Atlantic Link

atlantic-link.co.uk/
forum and support
atlanticlinkglobal.com/index.php?q=forum

What are some best practices when configuring SCORM courses for eSSential?

We have developed best practice guides that detail how to configure your SCORM courses to interact seamlessly with the eSSential LMS.

Articulate

www.elogiclearning.com/SCORM/articulate.pdf

Lectora

www.elogiclearning.com/SCORM/lectora.pdf

Your company's Internet security

IT departments work diligently to protect their system, but at times this security can block SCORM content from launching. Be sure that your IT department has configured your organizations Internet security to allow your courses to launch properly.

Don't have access to the course authoring tool to make changes?

The .xml file located within the SCORM course .zip file contains all of the instructions on how the course is to interact with the eSSential LMS. You can send the .xml file to the eLogic Support at help@elogiclearning.com for more information on the course configuration.